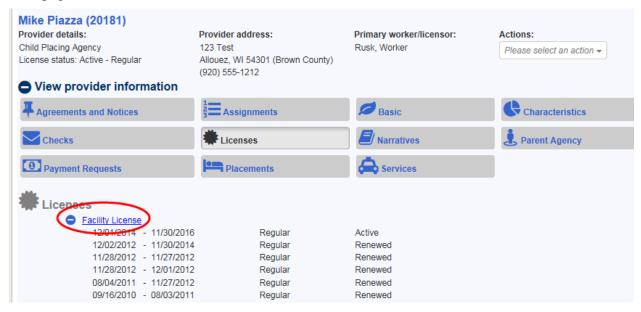
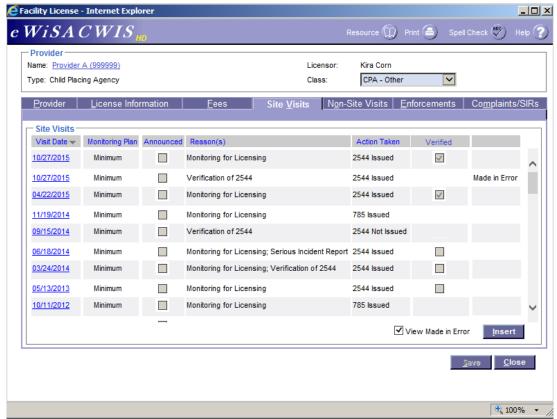
## **Documenting a Facility Site Visit**

**Note:** In order to document a facility site visit, an assignment to the provider is required.

1. From your desktop, click on the Providers tab. Click on the View provider information icon for the appropriate provider. Click on the Licenses button. Then click the <u>Facility License</u> hyperlink to open the Facility License page.

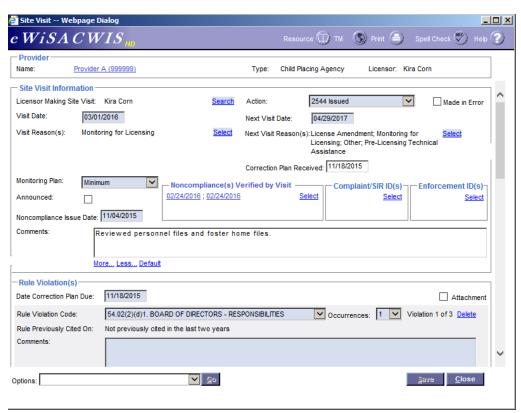


2. Click on the Site Visits tab. Click the Insert button. This will open the Site Visit page.

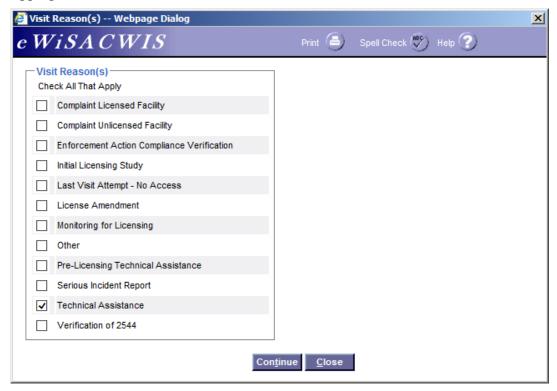


**Verified Column:** Checked if the site visit violation was verified or the "Technical Assistance Provided checkbox is checked.

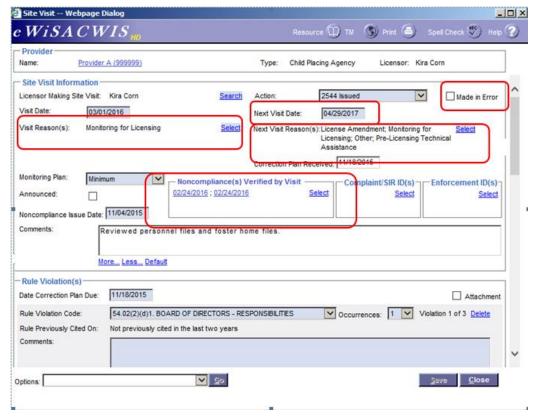
3. The Licensor Making Site Visit will default to the primary licensing worker (Licensor). If someone other than the primary licensor conducted the visit, select the <u>Search</u> hyperlink to search for the appropriate worker.

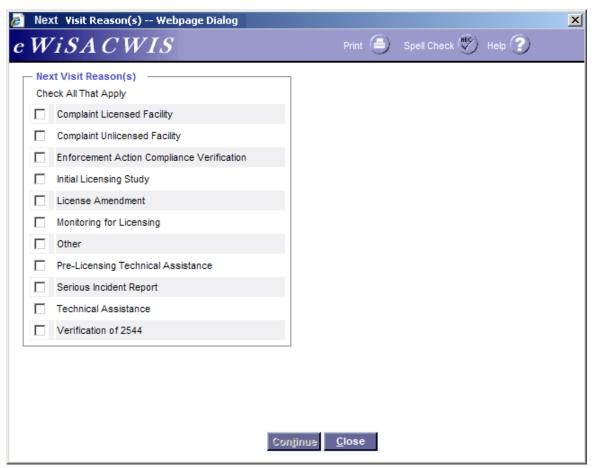


- 4. Enter the Visit Date. After a date is entered, the Visit Reason(s) page will open.
- 5. Select the appropriate check boxes for the visit reason(s). Click Continue.



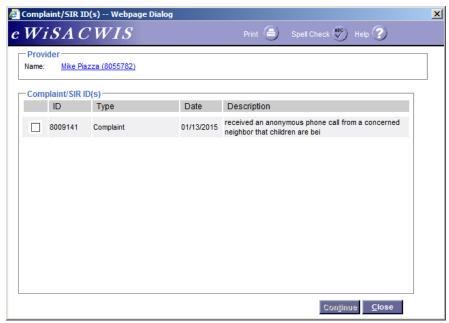
6. Select the appropriate Monitoring Plan. If the visit was announced, select the Announced check box. Select the Action. Document the Next Visit Date and Next Visit Reason from the pop-up page.





The Next Visit Reason(s) pop-up page allows the user to select more than one reason for the next visit. This page displays when the date is inserted in the Next Visit Date Field or by clicking the <u>Select</u> hyperlink on the Site Visit page.

- 7. If the visit is associated with a documented complaint/SIR, click the <u>Select</u> hyperlink in the Complaint/SIR ID(s) group box. This will open the Complaint/SIR ID(s) page.
- 8. On the Complaint/SIR ID(s) page, select the check box next to the associated complaint/SIR(s) and click Continue.



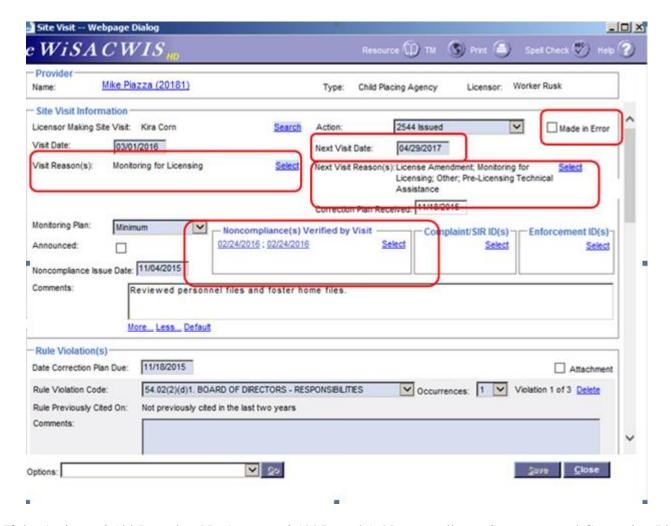
9. If the visit is associated with a documented enforcement, click the <u>Select</u> hyperlink in the Enforcement ID(s) group box. This will open the Enforcement ID(s) page.



10. On the Enforcement ID(s) page, select the check box next to the associated enforcement(s) and click Continue.



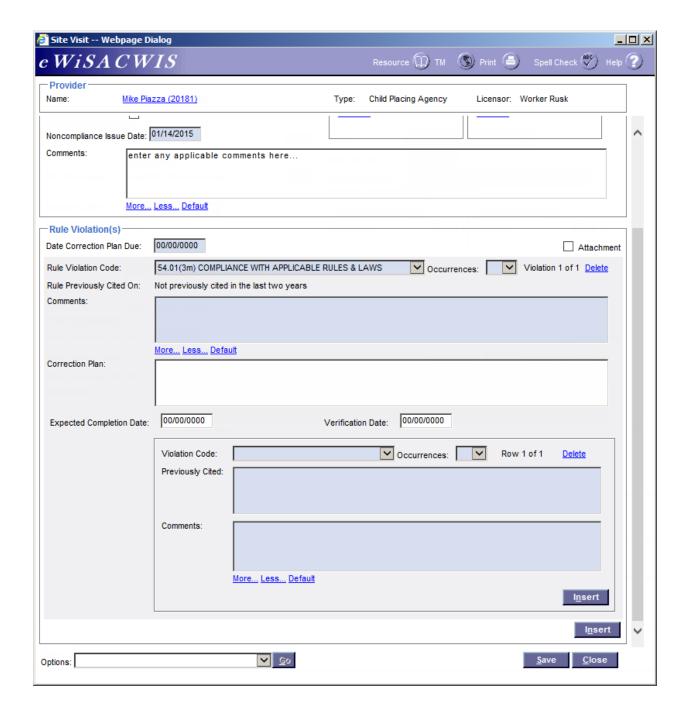
11. Enter any comments in the Comments field on the Site Visit page.



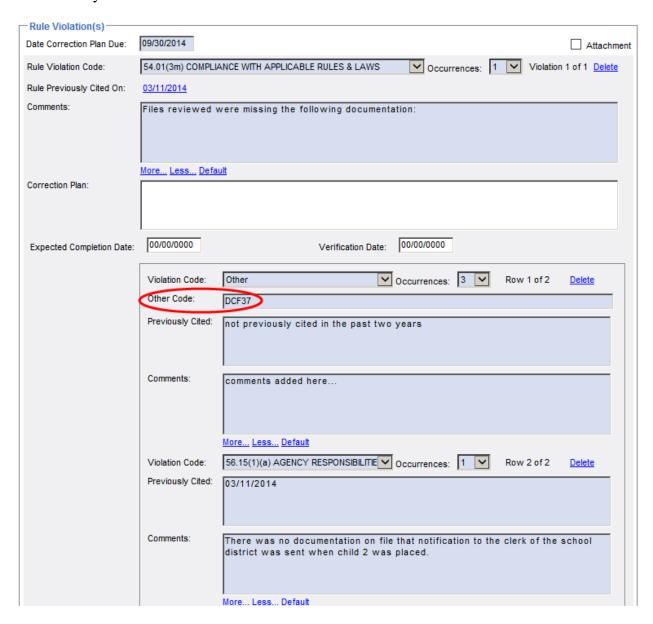
12. If the Action = 2544 Issued or No Access – 2544 Issued (a Noncompliance Statement and Correction Plan is issued for the Site Visit), the Rule Violation(s) group box will be added to the bottom of the page. Enter the Noncompliance Issue Date. Enter the Date Correction Plan Due. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the Attachment checkbox.

Select the appropriate Rule Violation Code. Document the number of occurrences for this noncompliance as it relates to that rule violation code. The Rule Previously Cited on will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. Clicking on the date hyperlink will open the associated Site Visit page or Noncompliance Statement and Correction Plan (those not associated with a site visit) page. Document any comments. Document the Correction Plan.

If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box will appear. Document the Violation Code, the Occurrences, and the Comments. The Previously Cited will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. The Previously Cited field can be updated.



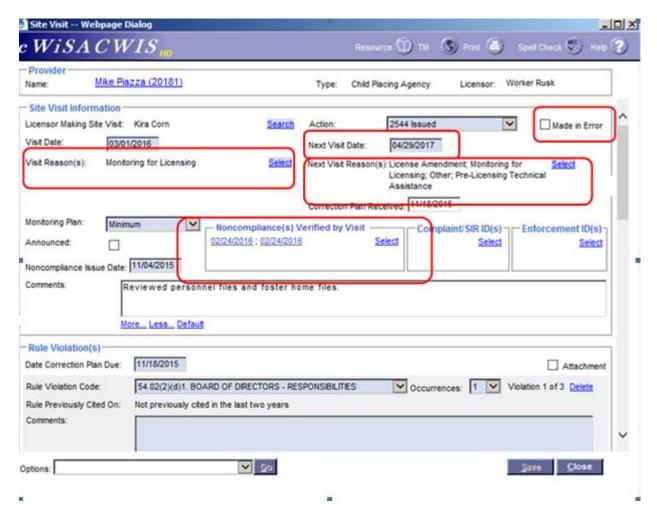
If "Other" is selected as the Violation Code for the 54.01(3m) violation, an "Other Code" field will appear. This will allow you to document a code that is not a DCF 56 code.



13. If additional rule violations need to be documented, click the Insert button.

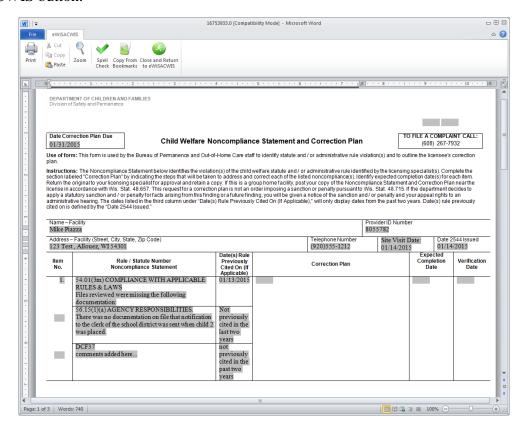
14. Once all rule violations have been documented, click Save. Under Options, select Noncompliance Statement and Correction Plan and click Go. This will open the Noncompliance Statement and Correction Plan template.

**Note:** Once a Site Visit has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make a site visit in error.

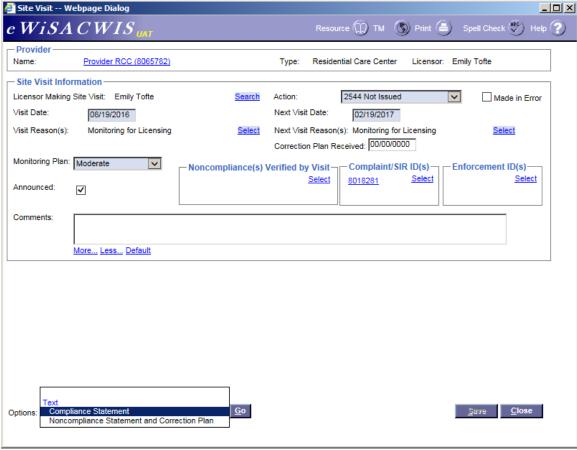




15. Select the **Print** button to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.

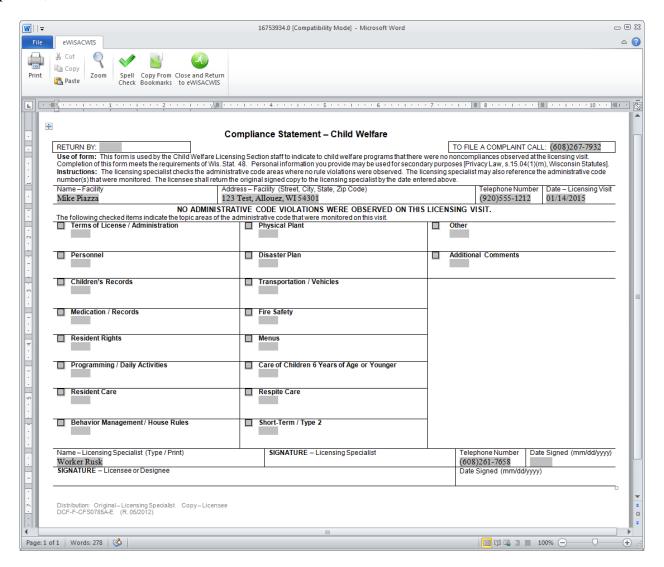


16. If a 2544 was not issued, select Compliance Statement from the Options drop-down and click Go.

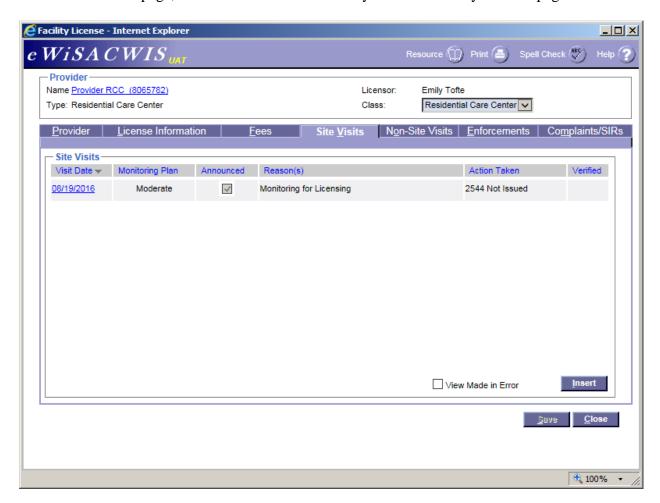




17. After you have completed the form, select the Print button to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.



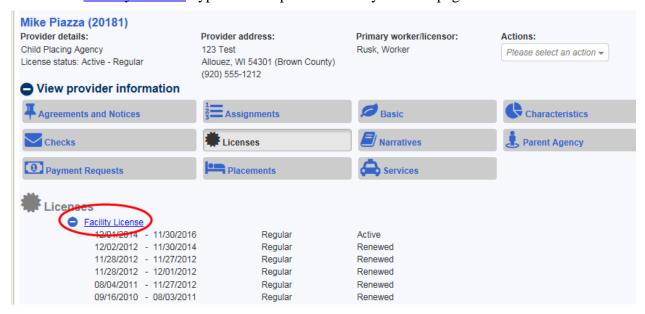
18. Back on the Site Visit page, click Close. This will return you to the Facility License page.



**Note:** If a Noncompliance Statement and Correction Plan is issued to a provider that is not associated with a site visit, document the Noncompliance Statement and Correction Plan via the Non-Site Visits tab.

## Making a Site Visit in Error

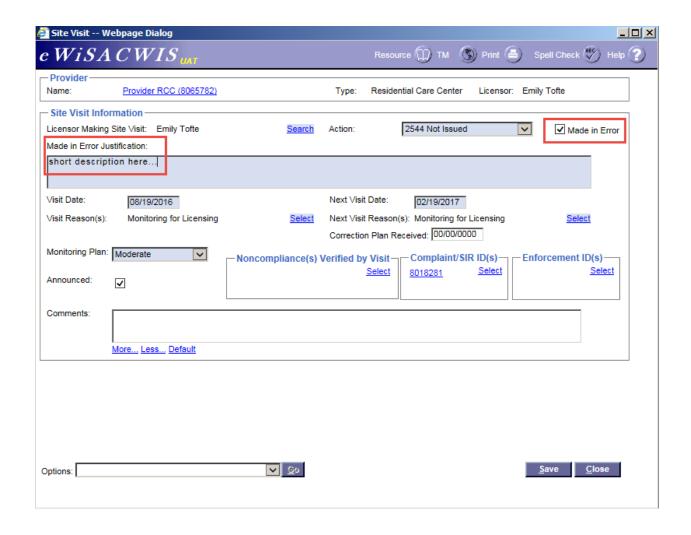
1. To make the site visit in error, access the appropriate site visit. From your desktop, click on the Providers tab. Click on the • View provider information icon for the appropriate provider. Click on the Licenses button. Then click the Facility License hyperlink to open the Facility License page.



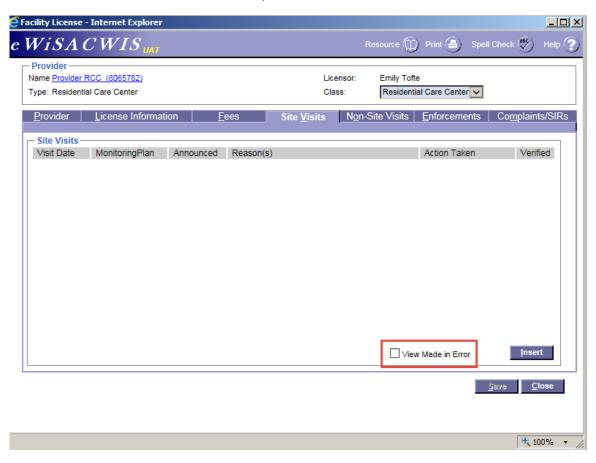
2. Click on the Site Visits tab. Click the date hyperlink for the site visit you would like to make in error. This will open the Site Visit page.



- 3. On the Site Visit page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this site visit is being made in error.
- 4. Click Save. This will freeze the record and no additional updates can be made. Click Close to return to the Facility License page.



5. If a made in error site visit exists for this provider, a "View Made in Error" checkbox will appear on the Site Visits tab. To view the made in error site visits, click the View Made in Error checkbox.



6. After you have selected the View Made in Error checkbox, all made in error site visits for this provider will appear.

